

**§ 101-41.204-3 Procurement and billing of contract or tender service.**

Any service offered under a contract or tender shall be obtained by issuance of a GTR bearing the number of the pertinent contract or tender. The carrier shall bill its charges for service on SF 1113.

**§ 101-41.204-4 Procurement and billing of charter service.**

When air, bus, or water service is chartered for the account of an agency, the terms of the charter shall be in writing and signed by authorized representatives of the Government and the carrier. A GTR shall be issued to procure chartered service and shall be accompanied by the original charter order or certificate when it is presented for payment of charges on SF 1113.

**§ 101-41.205 Special procedures for preparing agency-stocked tickets for passenger transportation services.****§ 101-41.205-1 Use of teletype ticketing equipment.**

(a) *Teleticketing systems.* (1) Agencies are encouraged to adopt the use of teletype machines for issuing tickets for passenger transportation services (other than air excess baggage services) and the use of the systems concept of automatic payment as set forth in § 101-41.206, whenever cost effective and feasible, so that the number of GTR's issued may be reduced and the expense and time expended in picking up tickets and processing individual carrier bills may be eliminated. Each agency should compare its current costs associated with passenger transportation procurement and payment with the potential costs of using a teleticketing and/or automatic payment system. Specific cost information can be obtained from the local communications company responsible for installing the teletype ticketing equipment. Also, agencies may jointly establish a teleticketing system on a common-use basis to reduce individual agency costs.

(2) GSA has entered into a master contract with passenger-carrying members of the air transportation industry for teleticketing service. Copies of the

contract, as well as information on agency procedures and responsibilities and GSA reporting requirements, may be obtained from the appropriate GSA regional office. Additional information and assistance is available from General Services Administration (FT), Washington, DC 20406. Under this teleticketing system, the contractor airline furnishes prenumbered teletype ticket stock and a validating stamp to the agency. The issuance of a ticket on that stock is accomplished by activation of the teletype equipment by the ticketing airline in response to a request from the agency. Each agency shall be responsible for establishing procedures and facilities for effectively maintaining accountability, control, and security of the teleticket receiver, ticket stock, validating stamp, tickets and ticket copies, and GTR's.

(b) *General procedures for issuing and processing teletype tickets.* (1) At the beginning of each calendar week or of a mutually agreed upon payment period not exceeding 1 month, a so-called blanket GTR shall be issued for each agency or paying office using the service at a given location. The number of the GTR shall be furnished to the carrier each time transmission of a ticket is requested during the payment period so that it may be printed on the ticket. Any ticket transmitted by the carrier that does not bear the applicable GTR number shall not be validated or issued by the Government teletype clerk.

(2) A separate ticket listing shall be maintained for each GTR to show the number and value of each ticket issued under it, the appropriation or fund chargeable, and other information that may be essential to agency and carrier fiscal requirements.

(3) At the end of the payment period, payment shall be effected as set forth in § 101-41.206.

(c) *Procedures for processing unused tickets.* All coupons of a completely unused ticket procured on a GTR that has not been processed for payment shall be marked "VOID," and the pertinent entry on the ticket listing shall be lined out. All voided coupons other than the agent's coupon shall accompany the ticket listing when it is processed for payment. The agent's coupon

shall be retained by the agency. A completely unused ticket procured on a GTR that has already been paid and all partially unused tickets, whether paid or not, shall be processed on Standard Form 1170, Redemption of Unused Tickets, to the contractor-carrier for refund under procedures set forth in §101-41.210.

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))

[42 FR 36672, July 15, 1977, as amended at 46 FR 42662, Aug. 24, 1981; 48 FR 27726, June 17, 1983]

**§101-41.205-2 Use of preprinted rail ticket stock.**

(a) *Stocking of preprinted rail ticket stock.* (1) Passenger transportation ticket stock, preprinted for rail travel between designated cities only, and other material essential to the preparation and issuance of the tickets are available to agencies under a master contract concluded between GSA and the National Railroad Passenger Corporation (Amtrak). Agencies desiring to adopt this system may procure a copy of the master contract and a ticket service agreement for execution by the agency and Amtrak, as well as information on agency procedures and responsibilities and GSA reporting requirements, from the appropriate GSA regional office. Additional information is available from General Services Administration (FT), Washington, DC 20406.

(2) Under this contract, Amtrak furnishes the agency with a validating stamp, serially numbered ticket stock preprinted with origin and destination cities, and related material. Also, Amtrak is responsible for training agency personnel in the preparation and issuance of tickets and other essential services. Open ticket stock shall not be supplied or used under any circumstances. Each agency shall be responsible for establishing procedures and facilities for effectively maintaining accountability, control, and security of the ticket stock, validating stamp, tickets and ticket copies, and the stock of GTR's.

(b) *Procedures for issuing tickets under individual GTR's.* Where few tickets are required each month, the agency shall prepare a GTR for each ticket issued and maintain a listing of all individual

GTR's issued during the month. A completely unused ticket procured on a GTR that has not been processed for payment shall be voided and the pertinent entry on the GTR listing shall be lined out. All other unused tickets shall be processed under SF 1170 procedures as set forth in §101-41.210. Within 5 days after the end of the month, the originals of each procuring GTR, the agent's coupons of each ticket issued in that month, all copies of any spoiled or voided tickets prepared during the month, and the listing of issuances shall be forwarded to the designated Amtrak office for preparation of its bill for the applicable charges. A copy of the listing shall be retained by the agency for comparison with the billed charges.

(c) *Procedures for issuing and processing tickets under blanket GTR's.* When the number of required tickets is of sufficient volume to warrant the use of automatic payment procedures as set forth in §101-41.206, a blanket GTR shall be used to cover all tickets issued during a mutually agreed upon period not exceeding 1 month. Tickets shall be issued as follows:

(1) At the beginning of each payment period, a blanket GTR shall be prepared by the agency or paying office party to the ticket service agreement. The number of that GTR and of the ticket issued shall be furnished to Amtrak each time a reservation is requested. Each ticket shall bear the number of the procuring GTR.

(2) A separate ticket listing shall be maintained for each GTR to show the number and value of the tickets issued during the payment period and such other information as may be agreed upon by Amtrak and the agency.

(3) At the end of the payment period, payment shall be effected as set forth in §101-41.206.

(d) *Procedures for processing unused tickets.* A completely unused ticket procured on a GTR that has not been processed for payment shall be marked "VOID," and the pertinent entry on the ticket listing shall be lined out. All coupons shall be accounted for and submitted to Amtrak with the ticket listing. A completely unused ticket procured on a GTR that has already been paid and all partially unused tickets,